

DALLAS COUNTY BOARD OF HEALTH

801 Court, Adel, Iowa 50003

Environmental Health & Public Health: (515) 993-3750

TIME OF MEETING: October 16, 2018 at 7:00pm

PLACE OF MEETING: 25747 N Avenue, Adel, IA 50003; HSC- Community Room

ITEM 1: The Dallas County Board of Health met in regular session on Tuesday, October 16, 2018. Kim Chapman called the meeting to order at 7:15pm. Present were board members Kim Chapman, Monte Button, & Dr. Josh Kindt. Present from staff were Suzanne Hegarty, Ted Trewin, and Abigail Chihak. Guests present included Heather Bombei, Iowa Department of Public Health; Deb Andersen, HomeCare Services; Marge Westphal, HomeCare Services; Samra Hiros, American Lung Association; Jim Carroll, PE; Sean Luellen, Septic Contractor/Installer; Marty Bennett, Septic Installer; Mark McMurphy, PE & Wayne Reisetter, Dallas County Attorney.

ITEM 2: Button moved to accept the agenda as presented. Kindt seconded the motion. **All ayes, motion carried.**

ITEM 3: Board Elections for Vacated Positions.

Button nominated Kim Chapman to serve as chair. Kindt seconded the nomination. **All ayes, motion carried.**

Kindt nominated Button to serve as vice chair. Chapman seconded the nomination. **All ayes, motion carried.**

ITEM 4: Guest Speaker. Samra Hiros presented the quarterly update from the American Lung Association. The FY2019 goals include increasing tobacco free & nicotine free worksites, increasing the number of Quitline Iowa users, creating a new ISTEP chapter and maintaining current chapters, and forming a coalition for tobacco prevention activities. She reported data from the 2016 Iowa Youth Survey showing that electronic cigarette use among Dallas County youth is greater than the state average and showed how a Juul device, which makes up 70% of electronic cigarette sales, looks very similar to a USB drive and are commonly seen in schools. In the last fiscal year, the American Lung Association was able to reach their goal to create tobacco & nicotine free policies for two childcare centers and four worksites in Dallas County, provide Quitline Iowa training to providers, and to make Toddler Fest a tobacco & nicotine free event. They were unable to reach their goal to have a smoke free multi-unit housing site.

ITEM 5: Kindt moved to accept the consent agenda as presented. Button seconded the motion. **All ayes, motion carried.**

ITEM 6: Button moved to approve the minutes of the previous meeting. Kindt seconded the motion. **All ayes, motion carried.**

ITEM 7: Open Forum. Jim Carroll, a Civil Engineer, presented a drafted revision of Chapter 34. He emphasized the need for contractors to have experience and qualifications, adding minimum requirements for required personnel. Carroll stated that while the National Environmental Health Association (NEHA) stopped certifying new contractors they continue to renew existing certifications. Currently state code does not require an engineer, however, Carroll recommends use of a qualified engineer and that the engineer maintain continuing education requirements of 12 CE every two years to match the contractor requirements. He finished by stating that he believes contractors, engineers, and maintenance contractors need to be registered by the county to demonstrate they are qualified.

ITEM 8: Director's Report. Suzanne Hegarty presented the director's report.

- The top need for the Health Navigation program continues to be adult health insurance, followed by energy assistance. Hegarty informed that the sign-up person for LIHEAP (Low Income Energy Assistance Program) has left her position unexpectedly and it is uncertain how that role will be filled. In previous years, residents could register for the program in Perry, Waukee, or Adel.

- Health Department staff will participate in a service area emergency preparedness exercise on October 24. The Board was invited to attend. This exercise will be conducted virtually.
- The Dallas County Community Baby Shower will take place on November 1 from 4-6pm. The Board was invited and encouraged to invite any pregnant or new mothers. This shower is open to all community members and sponsored by First Christian Church and United Methodist Church of Woodward.
- Amy Short and Abigail Chihak spoke with 300 students at Crestview School of Inquiry as a part of the Pick a Better Snack Program. This program provides messaging to elementary students on making healthier choices for their snacks.
- The SIM Community Coalition met on September 27th. Speakers included the Attorney General's Office on Human Trafficking, Kirkwood on Food Assistance Employment & Training Program, and American Lung Association on FY2019 Initiatives.

ITEM 9: Board of Health Member Updates.

- Chapman welcomed Dr. Josh Kindt to the board. Kindt has worked in the Greater Des Moines area since 2006. He trained at Blank Children's Hospital and currently practices at Mercy as a general pediatrician.
- Cynthia Swanson has submitted her resignation, effective October 31, 2018. The Board is currently looking for a replacement. There are no current nominations or recommendations to fill the two empty positions. The Board is looking for a Dallas County resident, preferably female to serve. A nurse is desired for one of the positions.

ITEM 10: FY2019 Budget Amendment

- Hegarty presented the amended Public Health Budget. Hegarty recommended that both the flu revenue and expense lines change from the submitted amount of \$5000 to \$8000 each. Since she prepared the budget handout, flu vaccine cost invoices had been received and will equal approximately \$8000. Button expressed that he would like more information about the budget and amendment process. Hegarty explained that these amendments happen twice a year and after the Board of Health approves the amendment, it is submitted to the Board of Supervisors for public hearing. Button moved to approve the Public Health budget amendments, with the changes to the flu revenue & expense lines. Kindt seconded the motion. **All ayes, motion carried.**
- Hegarty presented the amended Service Area Coordinator Budget. The revenue side was matched to the Service Area grant amount. Expenditures were inadvertently left out of the FY19 county budget and are therefore listed in full as amendments. Hegarty explained that this is federal funding for the ten county service area as pass through expenses. Chapman pointed out a \$500 difference between the revenues and expenditures. Hegarty verified amount of revenue and then suggested that the education services line be amended to account for the difference between revenues and expenses. She further clarified that this will not impact planned emergency preparedness services but was due to a math error. The initially budgeted Internal Services Fee was taken out of the FY19 budget because it currently comes out of the public health budget and is used as matching fund for the Emergency Preparedness Grant. Kindt moved to approve the Emergency Preparedness budget amendments as amended. Button seconded the motion. **All ayes, motion carried.**
- Trewin presented the amended Environmental Health Budget. All monies not fully spent in FY18 were carried forward into the FY19 budget. Wayne Reisetter, Dallas County Attorney, clarified that if you have a project that has not yet been completed you can assign forward funds attached to the project and amend the budget to show the changes. Kindt moved to approve the Environmental Health budget amendment as presented. Button seconded the motion. **All ayes, motion carried.**

ITEM 11: Chapter 34 Health Regulations-Septic Installer. Dallas County Health Department has not yet changed the Chapter 34 regulations to match changes in the availability of CIOWTS Certification. Trewin is currently unable to issue any new septic contractor licenses because the regulation does not match and has already had to deny one contractor a license. Button questioned how far much beyond the state requirements Trewin wanted to go. Trewin clarified that he is just trying to change the language so that septic contractors can get their education and work in the county. Button asked about the origin of the codes mentioned in the Chapter. Trewin clarified that a previous administrator wrote it and Reisetter explained that some were state law, and others were Iowa Administrative Code-Chapter 69. Reisetter further explained that Trewin cannot be the designer of septic systems as he has is the inspector and it would be a conflict of interest to do both. Button stated that he is still reading through

the codes and anticipates that it will take until the end of the year to resolve the issue. Hegarty informed the Board that this item will remain on the agenda to keep it in front of the board; however, it does not need to be voted on at this time. Reissetter explained to the board that if they do not want to discuss it at future meetings they could vote at the beginning of the meeting to remove it from the agenda. Chapter 34 will remain on the agenda for future meetings.

ITEM 12: IDPH Contract for Swimming Pool, Spa, Tattoo Parlor & Tanning Salon Inspection. Trewin explained that Dallas County Health Department currently has a three-year contract with the Iowa Department of Public Health to do inspections of public pools, spas, tattoo facilities, and tanning facilities. This contract will expire June 30, 2019. IDPH has asked that the Board decide by January if they wish to renew the contract so another contractor can be identified if necessary. Button asked what the reason for the contract is; Hegarty explained that IDPH is required to complete these inspections in the Iowa Code and contract out to local health departments because they do not have the employees to complete them. Kindt asked for the argument for or against the contract. Trewin stated that the county health department is more familiar with local facilities and that some money comes to the county to cover part of the costs of the inspections. Chapman requested to reserve approval until the Board may see the contract. Heather Bombei, from IDPH, stated that IDPH could provide them a draft of the contract. No action was taken at this time.

ITEM 13: Policy and Procedure Updates. Hegarty presented three policies needing approval after changes were made to eliminate home health language.

- Agency Director Qualification & Responsibilities. Hegarty recommended that the Director role no longer be required to be a nurse or someone with home health experience. This was previously a Condition of Participation from the Centers for Medicare & Medicaid Services (CMS). Kindt asked if changing this policy would be barrier should the home health program need to be reopened. Hegarty said it would, but explained that the home health program was de-certified last year and that home health is currently served by 21 other agencies in Dallas County. She explained further that once this is approved the job description to fill the Director position can be posted and it would expand who could fill the job. Kindt asked if other counties are also decertifying home health programming. Bombei stated that there is a trend among larger counties away from home health and that none of the larger counties in Iowa are currently Medicare certified to provide home health. There were no proposed changes to the updated policy.
- Bad Debt Policy. Hegarty stated that she was uncertain if there was still a need for this policy since it was in effect due to home health writing off for uncollectable bills. Currently accounts receivable are grant billings to IDPH and contracted funders and that the only patient billing is for flu shots. Chapman stated that it doesn't hurt to have it in place. Hegarty stated that no changes were made but that it was just up for review. Kindt asked for clarification on how immunizations contributed. Hegarty explained that the department can bill insurance providers and that children with Medicaid are provided VFC (Vaccines for Children) vaccines at no cost. Adults with Medicaid are often written off as a donation because of the struggle to bill Medicaid, but very few adults with Medicaid come to the department for shots.
- Annual Operating Budget. Hegarty stated that the only changes were the change of references to the home health department.
- Kindt moved to approve all three policies as presented. Button seconded the motion. **All ayes, motion carried.**

Chapman allowed a short break and reconvened the meeting at 9:08pm.

ITEM 14: Department Structure Discussion. Hegarty presented the proposed organizational chart stating that the Board had voted in January of 2017 to combine public health and environmental health already but that the merge was never fully completed and that there are still separate payroll, claims, and budgeting. In the proposed structure there would be an agency Director hired by the Board of Health. Under the director would be the Environmental Health, Community Health, Public Health Programs. Hegarty further explained that titles are relative to the programs offered and not yet set, employees position analysis & job descriptions will need to be updated. The proposed structure is based on how these programs are currently managed. Hegarty stated biggest issue is that there is only one registered nurse, which results in nursing specific duties waiting until she is available. She further explained further that there is not currently enough programming to justify the hiring of another full time nurse, as previously been discussed, but recommended contracting with a nurse for clinic coverage and disease outbreak investigations, as needed. Kindt asked the qualifications for this position. Hegarty explained that experience in

immunization schedules would be necessary and only 5-6 hours per month would be needed. The contracted position would need to be filled by an RN due to not having a physician on site to supervise. Button asked where clinic attendees generally come from and if a nurse from a specific area of the county would be good. Hegarty clarified that people from all over the county attend clinics and that the department used to provide vaccines off-site but with changes in the regulations for transporting vaccines, the department decided to only provide vaccines in the office. VFC vaccines are also available from many other clinics in the county. Chapman refocused the group on the proposed department structure. Chapman asked why some positions were listed as managers and others were coordinators. Hegarty explained that this is a level of responsibility as determined by HR. Hegarty then presented a spreadsheet showing the current services provided further divided by administrative, mandated, core public health services, contracted services, and Board of Health initiatives. She explained that the services on this spreadsheet are all currently being provided by the proposed department structure. Hegarty inquired as to the options for promoting the current Public Health Program Assistant to a Public Health Program Manager, the position would have a grade and pay increase. Hegarty asked if the position would need to be posted or can the department promote the current employee to fill the position. Chapman asked how it had been done in the past and Hegarty explained that the agency has tried several different ways to accomplish this in the past. Bombei stated that she did not see Hegarty's previous position on the organization chart. Hegarty explained that if the Board does not hire her for the director position, she will not have a position with the department; at the current level of programming there is not a need for both a Director and an Office & Finance Administrator, but as of right now she plans to apply for the Director position. Kindt moved to approve the department structure as presented. Button seconded the motion. **All ayes, motion carried.**

ITEM 15: No other business was presented.

ITEM 16: The next meeting of the Dallas County Board of Health will take place on November 20th at 7pm. Kindt moved to adjourn the meeting. Button seconded the motion. The meeting was adjourned at 9:36pm.

Respectfully submitted,

Abigail Chihak
Community Health Coordinator